

ONLY

CONFIDENTIAL

ITAL

SECRET

SUBJECT: (Optional)

FROM:

NO

DATE

TO: (Officer designation, room number, and building)

DATE _____

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DR/3/CE

2.

3.

4

5

6.

7.

USE PREVIOUS EDITIONS

SECRET

CONFIDENTIAL

**INTERNAL
USE ONLY**

UNCLASSIFIED

DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCES/METHODS EXEMPTION 3020
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2007

[illegible][illegible][illegible]

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. Once the problem is identified, the next step is to define the objectives and goals of the project. This helps to clarify what needs to be achieved and provides a clear direction for the work.

3. The third step is to develop a plan or strategy to address the problem. This involves breaking down the problem into smaller, manageable tasks and determining the resources and timeline needed to complete them.

4. The fourth step is to implement the plan. This involves putting the strategy into action and monitoring progress regularly to ensure that the project is on track.

5. The final step is to evaluate the results of the project. This involves assessing the outcomes against the objectives and goals and identifying any lessons learned for future projects.